

REPORTS INVENTORY				CONTROL NO.	
PREPARE IN DUPLICATE				DDS/OL/R&S - 1	
1. TITLE OF REPORT (If a fill-in report include Form No.)  Annual Records Holding				2. TYPE OF REPORT	X STATISTICAL
					NARRATIVE
				MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	PERSONNEL	TRAINING	X	ADMIN. GENERAL	
	LOGISTICS	SECURITY		OTHER (specify)	
	MEDICAL	FINANCE			
4. NO. OF COPIES PREPARED 2	5. FREQUENCY (weekly, monthly, quarterly, etc.) Annual		6. DISTRIBUTION (No. of components not number of copies) 1		
7. FORMAT (memorandum, form computer print-out, etc) Form	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT GSA/NARS/Federal Property Management Reg. 101		
	YES	IF YES GIVE ADP PROCESSING NO.	X NO		
10. PREPARING COMPONENT (include lowest level contributing information to report) OL/EO/R&SB		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 12 unnumbered Forms			
12. COST FACTORS					
A. MANUAL PREPARATION AND REVIEW COSTS					
GRADE	HOURLY RATE	X HOURS PER REPORT	COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
GS-11	\$6.87	56	\$384.72	1	\$384.72
B. COSTS OF COMPUTER PRODUCED REPORTS					
TOTAL COSTS PER YEAR					
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  Federal Records Act of 1950, Title 5 DD/S - Records Management					
14. FUTURE GOALS					
GOAL PROPOSED BY COMPONENT FOR THIS REPORT  <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE as long as required by law				ESTIMATED SAVINGS MAN-HOURS      DOLLARS STAT	
16. DATE OF INVENTORY 8 Oct 70		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Chief, Records and Services Branch			18. EXTENSION